

ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR – Secondary School

Definition: A professional staff member who assists the Principal in administering the school program, supervises the attendance, supervises the athletic program, and is a leader in building a positive school climate.

QUALIFICATIONS:

1. At least five years of successful teaching and/or school administrative experience.
2. Master's degree, preferably with emphasis in school administration.
3. Appropriate Colorado administrative certificate or license.
4. Demonstrated ability to work with students, teachers, parents and citizens of the community.
5. Demonstrated ability to implement effective public relations.
6. Organizational skills to complete tasks responsibly.

REPORTS TO: The Building Principal

JOB GOAL:

1. To help administer the school program including the evaluation of instructional personnel.
2. To lead and supervise the athletic program including the evaluation of coaches.
3. To help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
4. To help provide positive school climate and a safe learning environment.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. **School Administration:** Act in role of principal in all matters in the absence of the principal. Assist the building principal in all matters especially: student attendance, student discipline, student activities and athletic director, employee supervision and evaluation.
2. **Student Discipline:**
 - Assist in maintaining discipline throughout the student body.
 - Maintain a program to foster positive academics through student discipline.
 - Supervise the collection of data that assists decision making in effective discipline including program revision and planning.
3. **Student Activities and Athletic Director:**
 - Establish and maintain a school master calendar of athletics.
 - Supervise coaches.
 - Coordinate the scheduling of events.
 - Cooperate with the business manager to supervise funds related to athletics.
 - Supervise student activities as regulated by Colorado High School Activities Association and current league affiliation.
 - Provide leadership in the recruitment, selection, assignment and evaluation of coaches and recommend to superintendent coaches for reappointment.
 - Oversee the hiring of game officials, event officials and event personnel.

- Assume responsibility for arranging transportation and lodging, if needed, for athletic contests away from the district.
 - Verify each participant's eligibility.
 - Requisition supplies and equipment for athletic programs.
 - Coordinate the scheduling of facilities for practices and competitions.
 - Administer insurance and liability requirements for athletes and coaches.
 - Maintain a handbook for coaches.
4. Accomplishes other duties as assigned.

TERMS OF EMPLOYMENT:

1. Work teacher days, plus 15 additional days (8 days before school starts and 7 after it ends).
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy and procedure for evaluation of professional personnel.

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